



TOWN OF MANSFIELD POLICY MEMORANDUM

To: All Citizens & Town Employees
From: Matthew W. Hart, Town Manager *M. W. Hart*
Date: April 15, 2016
Subject: Notary Public Services Administrative Policy

I. Purpose

The Town of Mansfield adopts the following procedures providing notary services for use by Town officials, employees, residents, and patrons. Notary publics must observe the law and the legally required standard of "Reasonable Care" to protect all parties involved.

II. Applicability

All citizens and employees administering and receiving notary services are expected to comply with the provisions of this Policy.

III. Effective Date

This Policy shall be effective immediately and shall remain in effect until revised or rescinded. The Town reserves the right to modify notary services as necessary and amend this Policy.

IV. Notary Services

A. Services. The Mansfield Town Clerk's Office has Notaries Public on staff for the public's convenience. The following services are offered:

- Administration of an oath
- Notarize acknowledgements
- Notarize an affidavit
- Supply the Name Change forms for Land Records only

B. Notary Requirements. In order to provide notary services there are certain statutory requirements which must be met. A person must:

- Be personally known to the notary public; OR
- Show absolute proof as to your identity by showing at least two forms of identification containing the individual's signature, at least one of which also contains the photograph of the signer, or a physical description. Social Security cards and birth certificates may not be used as forms of identification (CGS§ 3-94a(9)).

If an individual does not have satisfactory forms of identification, identity can be established by the oath or affirmation of a credible witness.

C. **Fees.** The charge for notarizing is \$5.00 as authorized by C.G.S.

1. **Exclusions.** There will be no charge for the following:

- Affidavit of Circulators form for petitions
- Elected Official/Political Action Committee Financial forms
- Town of Mansfield Employee Retirement/Health forms
- Board of Education Address Verification forms
- HUD Section 8 applications, Documents executed with the Right to Farm Ordinance, and Municipal Tax Incentives for Farms
- Housing Rehabilitation Loan Program documents
- Documents executed in the conduct of official Town business such as, but not limited to, certifications, oaths, contracts, employee retirement applications, or other legal documents.

V. Prohibited Conduct

Notary public staff are not authorized by the Town to notarize the following documents:

- A conveyance of land or property
- Living or general wills
- Birth, death or marriage certificates - those vital records filed in the Town Clerk's Office are available as certified copies at a cost of \$20.00
- Anything, from anyone, who is not appearing before us in person

Employees whom are notaries, but not in their official capacity as a Town employee, cannot perform notary services while on the clock for the Town or using Town resources unless the notary services are for official Town business.

VI. Records Management

A log of notarial acts will be recorded by staff and kept for a period of 12 months.